

Instructions: Upon receipt of Request of Supply Order Form, Pitney Bowes (PB) will create a PB job ticket from such request.

PB will forward a copy of the PB job ticket to Requestor and the other duplicate copy will be used for billing purposes.

Request for Supplies

Requestor Information:

Date of Original Request:	
Original Requestor Name :	
Agency	
Department	
4 Digit Mail Code / Fund Ctr / Project / Activity	
Mailstop	
Room Number	

Supplies:

FedEx: S, M, L, Pak, Ltr

UPS: S, M, L, Pak, Ltr

USPS: #10 Ltr, 6x9 Ltr, Flat envelope

Type: letters, box, envelope, pak or flat

Quantity

Standard Box Sizes:

Large

18" x 13" x 3"

Medium

15" x 11" x 3"

Small

12 1/2 x 11" x 2"

Description/Special Handling:

pbprintcenter@idoa.in.gov